

Memorandum

Date: March 15, 2022
To: All Departmental Personnel Offices
From: Benefits Division
Re: 2022 Special Open Enrollment for FlexElect and CoBen Cash Options

The 2022 FlexElect and CoBen Cash Option Special Open Enrollment for SEIU and Related Excluded Employees Starts April 1 and ends April 30, 2022.

The current Affordability and Access to Healthcare monthly payments of \$260 will expire after the June 2022 pay period for SEIU represented employees and excluded employees tied to SEIU who are **NOT** enrolled in a state-sponsored health plan.

A Special Open Enrollment for the FlexElect and CoBen Cash Options will be held for these employees from April 1 through April 30, 2022 to enroll in the FlexElect or CoBen Cash Options beginning July 1, 2022.

These employees may have qualifying group health coverage through another source, such as a spouse, and may be eligible to enroll in the FlexElect or CoBen Cash Options during this Special Open Enrollment to receive the FlexElect or CoBen Cash payments once the monthly \$260 benefit payment expires. In addition, those employees who are eligible for the FlexElect Cash Option may enroll in the cash option in lieu of dental insurance only, if they have qualifying dental coverage through another source.

The Special Open Enrollment only applies to SEIU Local 1000 represented employees and excluded classes tied to SEIU who are eligible to enroll in the FlexElect or CoBen Cash Options. During the Special Open Enrollment, eligible employees may only enroll in the FlexElect or CoBen Cash Option. The Special Open Enrollment period does not allow employees to enroll in, cancel or make a change to health, dental or other benefits. Those transactions will need to occur during the regular annual open enrollment period in the fall.

For complete information on eligibility requirements, please consult the Benefits Administration Manual sections for the [FlexElect](#) and [CoBen](#) Programs.

All Special Open Enrollment actions will be effective July 1, 2022.

All SEIU or related excluded employees currently enrolled in a state-sponsored CalPERS health plan, will continue to receive the \$260 monthly Affordability and Access to Healthcare benefit payment through June 30, 2023. No action is required on your part.

Employee Communication

To assist departments with consistent employee communication, an email about the Special Open Enrollment is attached. The employee communication is designed to be copied into the body of an email and sent to all employees. Please take a moment to enter in the contact information for your department in the email where indicated. The employee communication may also be printed and provided to employees who do not have access to email.

It is important that the employee communication is provided to all of your employees.

An employee Frequently Asked Questions (FAQ) document has been developed to be included with the employee communication email.

Instructions for Departmental Personnel Offices Open Enrollment Forms

Please read the following information carefully for completing Open Enrollment forms, as it contains important information regarding submission of Open Enrollment forms during the Special Open Enrollment.

These instructions are specific to the Special Open Enrollment and apply to the following programs:

- FlexElect Cash Option
- Consolidated Benefits (CoBen) Cash Option

For questions regarding the Special Open Enrollment, please contact BenefitInquiries@calhr.ca.gov.

Please refer to the information below when completing Open Enrollment forms. This information is intended for departmental personnel office use only.

Departmental personnel offices should submit Open Enrollment forms directly to the State Controller's Office (SCO) for processing on a flow basis as they are received from employees. For questions, contact the [Statewide Customer Contact Center](#) at (916) 372-7200.

FlexElect/CoBen

Please confirm that **A. Open Enrollment** is selected in box 1.

Please confirm that sections A through D in box 6 are completed appropriately.

In the Agency Use Only portion of the form, please ensure that boxes 8, 11 and 12 are filled out as indicated below.

8. Effective Date of Action	11. Permitting Event Date	12. Permitting Event Code
July 1, 2022	Leave Blank	Leave Blank

Note: FlexElect and CoBen Cash Option Open Enrollment forms do not require a permitting date or permitting event code.

Enter “Special Open Enrollment” in box 18.

18. Remarks
Special Open Enrollment

All Special Open Enrollment STD 701C forms should be submitted through ConnectHR under the dropdown “Benefits - STD. 701C Open Enrollment (OE) New”.

All Special Open Enrollment STD 702 forms should be submitted through ConnectHR under the dropdown “Benefits - STD. 702 CoBen Cash Option Open Enrollment (OE)”.

Current Forms:

- FlexElect Cash Option - [STD 701C](#)
- Consolidated Benefits (CoBen) Cash Option - [STD. 702](#)

Deadlines for FlexElect and CoBen form submissions

Last day for employees to sign and submit Open Enrollment forms to their departmental personnel office.	April 30, 2022
Last day for SCO to receive all Open Enrollment forms from departmental personnel offices. Departmental personnel offices may reference SCO’s Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	May 15, 2022